

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO:	CFSA-09-P033	POSITION:	Supervisory Support Services Specialist, MS-301-12
OPENING DATE:	03/11/09	CLOSING DATE:	OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED"	3/24/09 (And every	SALARY RANGE:	\$66,953 - \$93,734 Per Annum
FIRST SCREENING DATE:	two weeks thereafter)	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M.
WORK SITE:	WASHINGTON, D.C.		Monday – Friday, This position may require shift work
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	1

AGENCY: Child and Family Services Agency (CFSA), Facilities Management Administration

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

Works as a Supervisory Support Services Specialist in the Facilities Management Administration, Office of the Deputy Director for Administration, Child and Family Services Agency, providing a variety of services that are essential to the day-to-day operations of the Agency's programs. The primary services include but are not limited to fleet management, transportation systems management and mail handling operations. Secondary services include but are not limited to facilities management support functions. The Supervisory Support Services Specialist works under the administrative supervision of the Facilities Management Administrator or designee who provides assignments in terms of the overall purpose and objectives without specifics to techniques or methods used. The work is carried out independently and assistance is available on rare or unusually difficult situations involving significant changes in work operations. Completed work assignments are reviewed for adherence to principles of management, soundness of conclusions and fulfillment of objectives. Supervises the work of subordinates to include the assignment and review of work; utilization of personnel to accomplish work objectives and to develop increased capabilities of employees. Provides for training and guidance as needed to assure the expeditious accomplishment of work and the development of assigned staff.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled. Applicant must possess prior supervisory experience and demonstrated expertise with vehicle fleet management.

SELECTIVE PLACEMENT FACTORS:

- **THIS POSITION WILL REQUIRE A VALID STATE DRIVER'S LICENSE.**
- **A drivers license check is mandatory for this position to verify record, any restrictions, unpaid tickets etc. A copy of the record must be submitted to the Supervisor upon hiring.**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of fleet management, transportation systems management and mail handling and processing
2. Expert skills in organizing, prioritizing, managing and supervising staff, multiple transportation tasks and other resources;
3. Knowledge of inventory control practices, supply procedures and purchases as related to vehicle fleet management;
4. Ability to communicate effectively both verbally and in writing;
5. General knowledge of operations of Facilities Management policies and procedures and
6. Expert and demonstrated knowledge of standard Microsoft Office software applications to include Excel, Word, Access and PowerPoint.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	cfsa.jobs@dc.gov	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
